

VACANCY ANNOUNCEMENT

U.S. EMBASSY STOCKHOLM

Date	Subject:
November 27, 2015	Vacancy Announcement – On call Driver

POSITION: Driver

OPENING DATE: November 27, 2015

CLOSING DATE: December 13, 2015

WORK HOURS: Called on when needed for a shift

SALARY: SEK 123 per hour.

STARTING DATE: As soon as possible.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Stockholm is seeking an individual for the position of Driver.

BASIC FUNCTION OF POSITION

The incumbent operates a passenger vehicle to transport employees on a 24-hour basis.

The incumbent is responsible to be on stand-by to be able to:

Transport employees to and from the Embassy.

Transport employees for social functions, and recreational activities.

Keep the vehicle in a clean and serviceable condition and perform daily vehicle inspections and minor preventive maintenance.

Transport employees to and from the Embassy for Emergency Reaction purposes.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

Completion of secondary school.

Prior Work Experience:

At least 21 years old with at least 1 year of driving experience to have a good geographical knowledge of Stockholm and surrounding area. An understanding of the Stockholm traffic patterns is a must.

Language proficiency:

Level 3 (Working Knowledge) Speaking/Reading/Writing English is required.

Skills and Abilities:

Must be able to use good, sound judgment on safely operating a vehicle. Must have knowledge of proper vehicle maintenance and cleaning procedures. Valid driver's license.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application and a current resume or curriculum vitae **in English**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 08 783 55 44